



2023 Oklahoma Summer Arts Institute Counselor Job Descriptions

Application Deadline: March 6, 2023

Employment Dates: June 6-26, 2023

Employment Location: Quartz Mountain State Park & Lodge, Lone Wolf, OK

Age Requirement: Counselors must be at least 21 years of age by June 6, 2023.

Compensation: Each counselor will receive an honorarium of \$1,800 plus room & board. Travel expenses to and from Quartz Mountain are the responsibility of the individual.

Statement of Non-Discrimination: Diversity is one of the strengths of our organization and its programs. OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. Respecting differences is one of OAI's core values. OAI does not discriminate or permit discrimination against any person employed by, applying for, attending or associated with OAI's programs, based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

Housing Accommodations: Housing assignments are typically based on age and gender and designed to encourage interaction between students of different disciplines. Recognizing that these housing options may not be appropriate for everyone, OAI also offers gender-inclusive housing. Gender-inclusive housing is open to counselors and students whose needs are not met by our traditional housing options and supports OAI's non-discrimination policy, which includes gender identity and gender expression. To inquire about gender-inclusive housing or for any other questions related to housing, please contact Emily Claudé at eclaudé@oaiquartz.org or 405.605.7500.

Counselor Responsibilities

At the Oklahoma Summer Arts Institute (OSAI), 25-30 counselors are hired, and each counselor serves in two roles with two sets of responsibilities.

First, each counselor acts as a housing counselor to a group of students with whom they are assigned to live during OSAI. In addition to accounting for the whereabouts and safety of these students, counselors conduct nightly meetings to pass along information about activities and to provide encouragement and support to their students.

Counselors also have a secondary job assignment during the day, each of which is outlined below. In addition to the specific responsibilities listed below, counselors may be called upon to perform other tasks needed to assist in the smooth and safe functioning of OSAI as determined by the OSAI administration.

In either role, the most important counselor responsibility is to help ensure the safety and wellbeing of the students. The intense instruction and demanding schedule of OSAI can be extremely challenging. Counselors play a critical role in creating a positive environment, encouraging individual growth, and cultivating a commitment to the arts.

Counselor Job Assignments

Some job assignments may be combined and/or changed based on OAI's needs and the qualifications of the applicants.

Class Liaisons (13-15): Class Liaisons are hired for each discipline at OSAI: acting, chorus (2), creative writing, dance, drawing & painting (1-2), film & video (2), orchestra (3-4), percussion, and photography. Liaisons are responsible for the physical, social and personal well-being, comfort and safety of the students in the class. Responsibilities include, but are not limited to, attending daily staff meetings, maintaining a clean classroom/rehearsal space, assigning cleaning schedules, and checking in students for daily classes and evening electives. Liaisons must meet the needs of their faculty member by remaining in the classroom for the entirety of the class, completing site needs and technical request forms, and assisting faculty with preparations of OnStage Weekend.

Community Lab Liaison: During the first week of OSAI, students from every discipline will participate in "Community Lab" classes on a rotating schedule. The subject area of the Community Lab changes each year, and this year the classes will focus on jueju, a type of poetry. The Community Lab Liaison assists the Jueju Instructor by maintaining a clean classroom space, assisting with the audio system (if necessary), and checking in students for daily classes. *Knowledge of jueju is encouraged, but not required.*

Documentary Videographer: The Documentary Videographer works under the supervision of the PR staff to gather video footage during OSAI. *Knowledge of video equipment is required. Knowledge of iMovie, iPhoto or a similar program is helpful, but not required.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.)

Front of House Coordinator: The Front of House Coordinator is part of the site/stage crew and works under the supervision of the Production Manager to coordinate volunteers and students working at performances as ushers, greeters and cleanup assistants and to enforce front of house policies during performances and assist in crowd control. *The Front of House Coordinator must possess excellent communications and customer service skills.*

Group Fitness Instructor: The Group Fitness Instructor is responsible for programing and teaching daily fitness classes for students, faculty, staff, and other counselors. Depending on the qualifications of the candidate, classes may include cardio conditioning, group runs, core conditioning, and/or yoga. *Preference will be given to applicants with relevant certification(s).*

Office & Operations Assistants (2-3): The Office & Operations Assistants work in the main OAI office assisting OAI staff with various administrative needs. The Office & Operations Assistants must maintain a professional and pleasant attitude in dealings with OAI staff, faculty, students and lodge staff. The Office & Operations Assistants must be well-organized, detail-oriented, and possess good people skills. In addition, they will be responsible for assisting in all special activities, such as Visitors' Day for VIPs, gallery openings, and OnStage Weekend. *The Office & Operations Assistants must possess excellent communications and customer service skills.*

Performance Videographers (2): The Performance Videographers work under the supervision of the Audio & Video Engineer to record all OSAI performances. This may include attending rehearsals and observing classes in preparation for the video recording of performances. *Knowledge of video equipment is required.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.)

Photography Assistant: The Photography Assistant assists the Staff Photographer in providing photographic documentation of all OSAI events, including performances, classroom activities, demonstrations, and student headshots. This position also assists the staff photographer with editing photos for daily submission to the PR staff. Photographs will be used in OAI media activities and in the OSAI digital yearbook. *Experience in documentary photography and knowledge of Photoshop or other editing software is required. The Photography Assistant must bring all camera equipment with them to Quartz Mountain. The Photography Assistant is also encouraged to bring their own computer with appropriate editing software, but it is not required.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos taken at the program.)



Pool Chaperone: The Pool Chaperone will staff the pool during designated hours to ensure the safety and well-being of all persons in the swimming pool and adjoining courtyard area. *The Pool Chaperone must be a strong swimmer.* (All counselors will be certified in CPR & First Aid during training week at Quartz Mountain.)

Programs Coordinator: The Programs Coordinator is responsible for formatting, producing, and distributing all performance programs. They will work closely with faculty, liaisons and OAI staff to ensure that performance programs are accurate and free of typos and misspellings. *The Programs Coordinator must be detail-oriented and able to work under deadlines. It is preferable, but not required, that the Programs Coordinator bring their own computer for word processing.*

Public Relations Assistants (2-3): The Public Relations Assistants report to the PR staff, but may assist other OAI permanent staff with various duties related to public relations, development efforts, outreach, and special projects. Duties may include assisting in the preparation of press releases, giving tours to visiting members of the media and special guests, preparing for Visitors' Day for VIPs, and performing general clerical duties. Due to slow internet speeds at Quartz Mountain, PR Assistants may sometimes drive to the nearby town of Altus to upload large video files to the internet. PR Assistants are encouraged to bring their own computers for internet access and word processing. *PR Assistants must possess excellent communications and customer service skills.*

Site & Stage Crew (4): Members of the Site & Stage Crew report to the Production Manager and the Site Director and are responsible for the setup of the classroom, rehearsal, and performance facilities at the Quartz Mountain State Park. The Site & Stage Crew also assist the professional technical theatre staff with management of the Robert M. Kerr Performing Arts Center during rehearsals, performances and events, including lighting and sound assistance. *Technical theatre experience is strongly encouraged. Please note: Site & Stage Crew responsibilities are often physically demanding and labor intensive.*

Store Assistants (2): The Store Assistants are responsible for maintaining OSAI store inventory, helping with financial records and deposits, and staffing the OSAI store during designated hours.

Town Runners (2): The Town Runners are responsible for driving to local communities each day to complete the daily assigned errands and purchase supplies as needed. *Town Runners must have valid driver's licenses.*